

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2001 - JUNE 30, 2002**

COUNTY OF SAN DIEGO
CLERK OF SUPERVISORS
JUL 22 AM 9:23
JUL 23 2002

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Clerk of the Board of Supervisors

Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	6	Hours	153.50	X	\$16.05	=	\$2,463.68
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Types of work performed by GENERAL VOLUNTEERS in this category:

Garden maintenance, pruning, weeding and aeration in Rose Garden

Office Administration Work: filing, sorting, and preparing records for microfilming

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	290	Hours	1879	X	\$16.05	=	\$30,157.95
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

General landscape/garden maintenance: Green waste removal, weeding, digging

trenches, raking, pruning shrubs, removal of yard waste and trash pick-up

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

Position	Hours	X	VCL	=	Dollar Benefit
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00

No. Vol.	0	Total Hours	0	Total Value	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>6</u>	<u>153.50</u>	<u>\$2,464</u>
<u>290</u>	<u>1879</u>	<u>\$30,158</u>
<u>0</u>	<u>0</u>	<u>\$0</u>

TOTALS:	296	Total Hours	2033	Total Value	\$32,621.63
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: Rose Food Value: \$5.95

Item Donated: Donuts/coffee Value: \$50.00

Item Donated: Favors for annual event Value: \$36.00

Item Donated: _____ Value: _____

TOTAL VALUE =	\$91.95
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4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours	197	X	Rate	\$18.45	\$3,634.65
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b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours	342	X	Rate	\$27.22	\$9,309.24
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c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : Gloves Cost: \$150.00

Item : Printing charges Cost: \$303.86

Item : Food/refreshments/decorations Cost: \$1,255.49

TOTAL OF OTHER PROGRAM COSTS =

\$1,709.35

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$14,653.24

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d **\$32,621.63**

b. Total of Donations to Volunteer Program, Item 3 **\$91.95**

c. Subtract Total of program Costs, Item 4d **\$14,653.24**

TOTAL PROGRAM BENEFIT:

\$18,060.34

6. **RECRUITING:**

Please describe your recruiting programs:

The Clerk of the Board Department promotes the County Volunteer Program through
the use of the County Television Network, the DHR job line, the Clerk of the Board web
page, and through recognition programs.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Continued the "Adopt a Rose Planter Bed" Program

Coordinated the Board of Supervisors' monthly and annual volunteer recognition events

Coordinated quarterly volunteer coordinators' meetings

Co-sponsored training course for volunteer coordinators

Recognized Department Volunteer as one of County's Volunteers of the Year

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2001-02:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Offer increased opportunities for student volunteers

Continue to recognize volunteers at monthly volunteer recognition event

9. **GENERAL INFORMATION:**

Name of person completing report: Steven J. Barard / Francisco M. Ortega

Phone: 619-531-5600 Mail Stop: A-45 E-Mail: Sbararcb@co.san-diego.ca.us

Volunteer Coordinator: Lixya Preston De Silva

Phone: 619-531-5777 Mail Stop: A-45 E-Mail: Lprestcb@co.san-diego.ca.us

10. **DEPARTMENT CERTIFICATION:**

Thomas J. Pay-
DEPARTMENT HEAD SIGNATURE

7.22.02
DATE